

FASPE

Fellowships at
Auschwitz
for the Study of
Professional Ethics

Development Manager (F/T)

Fellowships at Auschwitz for the Study of Professional Ethics

www.faspe-ethics.org

Who We Are

FASPE (Fellowships at Auschwitz for the Study of Professional Ethics) challenges its professionals to recognize and exercise their ethical and leadership responsibilities as influencers. FASPE's distinctive approach is to examine the roles and behavior of individual professionals in Germany and elsewhere between 1933 and 1945 as an initial framework for approaching ethical responsibility in the professions today. Each year, FASPE awards 80 to 90 Fellowships to graduate students and early-career professionals in Business, Clergy, Design & Technology, Journalism, Law, and Medicine. The Fellowships begin with intense study in Germany and Poland where FASPE takes advantage of the urgency created by the power of place to translate the history into the present. Beyond its signature Fellowship program, FASPE utilizes its distinct methodology in ethics training workshops for practicing professionals in organizations across business sectors, in public writings and lectures, and in a condensed European study trip for practicing professionals.

About the Position

FASPE is seeking a Development Manager to execute the organization's fundraising strategy, working closely with the CEO and Board Chair. This role is responsible for managing development operations, maintaining and stewarding an existing donor base and expanding the organization's support through the cultivation of a prospect pipeline and execution of annual fundraising campaigns and events. The ability to operate in a fast-paced environment, moving multiple projects forward, utilizing high-level strategic thinking and hands-on implementation is critical.

This position reports to the Director of Operations and works closely with the CEO and board chair.

Responsibilities

- Implement comprehensive fundraising plan to expand philanthropic support of the organization, managing diversified fundraising streams, including individual giving, institutional funders, corporate partners, and annual fundraising events and campaigns
- Work with CEO and Board Chair to identify, cultivate, solicit and steward individual donors, institutional funders, and prospects.
- Maintain a grants calendar and tracking system; coordinate grant proposal development and submission and manage grant reporting and compliance requirements.
- Support and engage board members in development efforts.
- Maintain a portfolio of existing \$1,000-\$10,000 donors, managing stewardship and retention.
- Coordinate, oversee, and execute the planning of all fundraising events, including FASPE's annual fundraising gala and prospecting events.
- Develop and execute annual end of year fundraising campaigns to individual donors.

- Lead the creation of grant reports, impact updates, and donor-facing written and marketing materials, working with program and communications staff as needed.
- Maintain and manage FASPE's CRM; track fundraising metrics and prepare timely and accurate reporting to FASPE's Board of Directors and leadership.
- Oversee donation reporting, acknowledgment letters and pledge invoices, managing all incoming gifts and payments, including depositing donations and reporting.
- Acts as the primary point of contact for funding, donations, and fundraising event inquiries.

Requirements

- At least 3-5 years of experience in nonprofit development with direct individual donor solicitation and comfort soliciting contributions of \$1,000+ through personal interactions.
- Excellent organizational and communication skills, including the creation of written donor-facing materials
- Demonstrated ability to multi-task, manage multi-faceted projects and a capacity to perform independently.
- Proficient in Microsoft Office and previous experience with fundraising Client Relationship Management (CRM) software, NEON CRM a plus.
- Event management experience preferred.
- Experience working with Boards of Directors preferred.
- Bachelor's degree or equivalent professional experience.
- Ability to travel and work occasional nights and weekends.

Compensation and Benefits:

Compensation is commensurate with experience and falls within the range of \$90,000–\$110,000. FASPE offers a competitive benefits package, including paid holidays and paid time off; a range of medical, vision, and dental insurance options; and a 401(k) plan.

To Apply:

Interested applicants should submit a CV and a statement of interest describing their fit for the role to hr@faspe-ethics.org. Not all applicants will be contacted. This position will remain open on a rolling basis until filled. The role is hybrid, with in-person presence required two days per week at our Midtown Manhattan office.

Requirements

- 3–5 years of prior office experience preferred, particularly in administrative roles supporting Directors or senior leadership.
- Bachelor's degree.
- Superb organizational and communication skills.
- Excellent computer skills – knowledge of MS Word, Google Docs, PowerPoint, Excel, Outlook, Zoom, Mailchimp, and Box.com
- Donor database/CRM experience a plus (we currently use Neon CRM)
- Strong work ethic with a healthy respect for meeting deadlines
- Strategic thinker with a creative mindset
- Meticulous attention to detail

- Ability to Multitask
- Works well independently and as part of a team
- Ability to travel and work occasional nights and weekends